Generate a ZOOM meeting in Moodle

You can set up a recurring Zoom meeting for your course from within your Moodle course if one of the following two conditions is met:

➔ You have a ZOOM license from Leuphana or
➔ You have a Pro license from ZOOM

1. Activate editing mode
   Go to your course in which you want to set up a Zoom meeting via myStudy or Moodle.
   Switch to the editing mode in your course.

2. Add activity
   Now the "+" icon appears on the right side of the course. Click on "Add material and activity".
3. Add ZOOM Meeting
Add the activity "Zoom Meeting" from the activity list.

![Zoom Meeting activity list](image)

Figure 2: Moodle course room - activity list

3. ZOOM Meeting Settings
Now you can adjust the settings such as time, duration, password, etc. under the tab "General" according to your requirements. Please make sure that the meeting is recurring. Other settings like "Meeting Options" and "Alternative Hosts" can also be customized according to your needs. You can leave all other tabs with other setting options as default and save the changes.

![Zoom meeting basic settings](image)

Figure 4: ZOOM meeting basic settings
4. ZOOM meeting

Now, the ZOOM meeting will appear in your course room. By clicking on "Edit" you can make further modifications directly to the activity if required:

➔ switch back to the settings
➔ indent to the right
➔ hide
➔ delete

Please disregard the "Assign Roles" item, as this setting does not work for this activity (Zoom Plugin) and has already been made via the "Alternative Hosts" setting. The activity "Zoom meeting" cannot be duplicated because it is a recurring meeting. By clicking on the check mark in front of the activity, the meeting can be moved within a section.

Figure 5: ZOOM meeting in the course room – edit
5. ZOOM meeting
By clicking on the ZOOM meeting, the access data and the previously selected setting options for audio and video appear in the table. Switch to the "All meetings" overview.

Figure 6: ZOOM meeting - access data etc.

6. All meetings
With the "All meetings" option, all your meetings will appear "chronologically" over time.

Figure 7: ZOOM Meeting - All Meetings

For questions about setting up and using Zoom meetings via Moodle, please contact:
digi-support@leuphana.de